

## WESTWOOD PARKING AUTHORITY

Minutes of Meeting  
Held on January 20, 2011

The meeting was called to order at 7:03 p.m. pursuant to the open public meeting laws of the State of New Jersey. The roll was taken. In attendance were the following members:

- Francis Costello
- Sue Bahng
- John Oberg
- Matt Foley

The following individuals, serving in various official capacities, were also present:

Jack Sauer, Administrator  
Thomas Garrity, Assistant Administrator  
Robert Miller, Council Liaison  
Michael Pellegrino, Esq., Attorney for Parking Authority

The following individuals were absent:

Joseph Green

### **OLD BUSINESS:**

A Motion was made by John Oberg seconded by Matt Foley and unanimously approved to approve the Minutes of the meeting held on November 30, 2010.

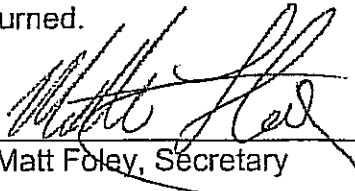
### **NEW BUSINESS:**

None

There being no one from the public who wished to speak and no further new business, a Motion was made by Matt Foley, seconded by John Oberg, and unanimously approved to adjourn the meeting.

At 7:06 p.m. the meeting was adjourned.

Date:

  
Matt Foley, Secretary

## WESTWOOD PARKING AUTHORITY

Minutes of Reorganization Meeting  
Held on January 20, 2010

The meeting was called to order at 7:07 p.m. pursuant to the open public meeting laws of the State of New Jersey. The roll was taken. In attendance were the following members:

- Francis Costello
- John Oberg
- Matt Foley
- Sue Bahng
- Joseph Green - Absent

The following individuals, serving in various official capacities, were also present:

- Robert Miller, Council Liaison
- Jack Sauer, Administrator
- Thomas Garrity, Assistant Administrator
- Michael Pellegrino, Esq., Attorney for Parking Authority

### NEW BUSINESS:

- Election of Officers:

The following individuals were nominated by John Oberg, seconded by Sue Bahng and there being no further nominations, unanimously approved to serve in the capacities listed next to each for FY 2011

- |                    |                     |
|--------------------|---------------------|
| • Francis Costello | Chairman            |
| • Matt Foley       | Vice Chairman       |
| • Sue Bahng        | Secretary           |
| • John Oberg       | Treasurer           |
| • Joseph Green     | Assistant Treasurer |

A Motion was made by Sue Bahng, seconded by Matt Foley, and unanimously approved to approve the balance of the Consent Agenda attached hereto, including designation of professionals (with compensation designated) as follows:

Jack Sauer compensation \$14,000.00

Carol Knubel compensation \$3,500.00

As well as approved paid publications, bank depositories, and schedule of meeting dates.

A roll call vote was taken and recorded as follows:

Francis Costello – Aye  
Matt Foley - Aye  
John Oberg – Aye  
Sue Bahng– Aye  
Joseph Green - Absent

### **COMMITTEE REPORTS:**

#### **Administrator's Report:**

Jack Sauer reported the following:

- Bond payment was made to the Borough
- MacKay was paid for the meter equipment
- Additional meters and batteries have been ordered
- Master meters are experiencing some problems
- Borough Administrator commented that the foot patrol officers were courteous and helpful

Chairman Costello commented that we should consider putting meters in the lots in place of the master meters. If it is decided to continue with master meters then we should consider an awning.

Thomas Garrity noted that the master meters are very efficient when it comes to collection.

Chairman Costello discussed that he was not comfortable with an outstanding balance to MacKay comprising of their labor costs. We should pay a portion of that amount and the balance upon the necessary repairs being completed.

### **FINANCIAL REPORT:**

Mr. Garrity reviewed the P&L Statement and indicted the following:

- Trying to decrease maintenance and increase foot patrol

### **LEGAL REPORT:**

None.

### NEW BUSINESS:

A Motion was made by Matt Foley, seconded by Sue Bahng and unanimously approved to approve the disbursements, checks 1948 through 1958. A roll call vote was taken and recorded as follows:

Francis Costello – Aye  
Matt Foley - Aye  
John Oberg – Aye  
Sue Bahng– Aye  
Joseph Green – Absent

A Motion was made by Matt Foley, seconded by John Oberg and unanimously approved to approve and authorize the payment of 50% of the outstanding balance to MacKay and the balance to be paid upon completion of repairs on punch list submitted. A roll call vote was taken and recorded as follows:

Francis Costello – Aye  
Matt Foley - Aye  
John Oberg – Aye  
Sue Bahng– Aye  
Joseph Green – Absent

A Motion was made by Sue Bahng, seconded by Matt Foley and unanimously approved to approve the hosting fee of \$2,500 to Handyguide. A roll call vote was taken and recorded as follows:

Francis Costello – Aye  
Matt Foley - Aye  
John Oberg – Aye  
Sue Bahng– Aye  
Joseph Green – Absent

Chairman Costello suggested the following:

- That Council Liaison Robert Miller address the Mayor and Council with regard to the acquisition of the Volz Lot
- The landscaping of the municipal lots should be addressed this spring

### Public

As a courtesy to those of the Public that attended the meeting, the Public was heard at the beginning of the meeting.

Former Chamber President, Mike Fitzsimmons spoke with regard to the 11<sup>th</sup> edition of the handyguide and suggested that merchants be grouped by category.

Mr. Fitzsimmons also suggested that there be a sign erected in the downtown that would show the merchants and the walking distance to each.

Chairman Costello indicated that he supported the Handyguide and feels that it is a valuable tool. He regrets that they have lost merchant support in terms of funding.

Chairman Costello asks Mr. Fitzsimmons his opinion of the new meters. Mr. Fitzsimmons stated:

- The meters are easier to read
- The 10 minute courtesy button is a nice feature
- Notices that many customers are still looking for the nickel slot

Iris Orsini of the Handyguide spoke about the following:

- Westwood should continue doing as they have been doing as the Handyguide is very well received
- Has received no complaints with regard to meters or pricing as opposed to other towns
- Thanked the Chamber for their continued support
- States that Handyguide lost Pascack Community Bank as a sponsor
- Would like to find another sponsor
- Would like to do a category page as suggested by Mr. Fitzsimmons, however, there is no room to do so
- Handyguide is mailed to Washington Township, Hillsdale, Emerson and Harrington Park
- Has been tracking comments and Handyguide is still requested for Westwood
- Suggested that additional Public Relations work be done to get the word out about Westwood. Suggests a local public relations woman, Esther Schulman.

Esther Schulman of EMS Public Relations made a presentation and stated the following:

- This is a great opportunity for publicity
- She is equipped to create press releases for new businesses with links to their websites
- Special events are well received but could be better publicized. Free events are an especially good source of PR and could be linked to Handyguide their website.
- Some of our local restaurants are getting very positive publicity by doing charity events outside the town and county
- Does all of her own PR work including articles on merchants

Upon Motion made by John Oberg, seconded by Matt Foley and unanimously approved, the meeting was adjourned at 8:34 p.m.

A handwritten signature in black ink, appearing to read 'Sue Bahng', written over a horizontal line.

Sue Bahng  
Secretary

Dated: